



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354

In Reply Refer To:
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January 11, 1999

Director's Office Information Bulletin No. 99-007

To: All BLM Employees

From: Director, Office of Fire and Aviation

Subject: All Employee Meetings

Quarterly all employee meetings have been scheduled for 1999. As in the past, each meeting has been assigned to a group on base that will facilitate the meeting, maintain the agenda, and make a presentation about current events within its respective organization.

The facilitating group is responsible for:

- * Setting up the conference room to accommodate all BLM employees.
- * Making arrangements for any special needs for presentations: video, slide projector, microphones, etc. (The Great Basin Training Unit may assist with these items)
- * Reminding all BLM employees of the upcoming meeting (via e-mail).
- * Gathering agenda items for additional topics.
- * Documenting and disseminating meeting notes to all BLM employees (via e-mail).

The multi-purpose room of the Jack Wilson Building has been reserved for all of the following meeting dates. Each meeting will begin with an introduction by Les Rosenkrance (or designated acting), followed by a 20-30 minute presentation from the facilitating group. Beginning this year, employee recognition and congratulations will be part of each all employee meeting. The final few minutes will be open for other agenda items and general discussion. If you would like to submit agenda items for any of these meetings, please contact the designated group leader from the schedule below.

Wednesday, February 17, 1999	10:00 am	Base Maintenance Contact: Marty Nelson Ext. 5538
Wednesday, May 19, 1999	10:00 am	Fire Program Management Contact: Ron Dunton Ext. 5154
Wednesday, August 18, 1999	10:00 am	Safety & Health Contact: Stan Palmer Ext. 5507

Wednesday, November 17

10:00 am

National Systems Support Group
Contact: Shari Aikens Ext. 5700

/s/Edward W. Shepard
Acting

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WO-540

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